



Steps to Homeownership Through DCA's Section 8 Homeownership Program

STEP 1

- Attend a Section 8 Homeownership Program Information Session conducted by DCA. (Eligible participants will be invited.)
- Attend a Program Information Session or receive an Information Package through the mail.
- Mail or fax back two forms to DCA – The *Preliminary Status Information* form and the *Authorization for the Release of Information* form.
- DCA will conduct a pre-assessment of income and other qualifications, and determine level of readiness for homeownership.
 - For individuals with significant credit issues, DCA will send a letter referring these individuals to Credit Counseling Services and make some recommendations.
 - For those that have no credit problems or minor credit issues, DCA will refer these individuals to a Housing Counseling Agency.

STEP 2

- The Housing Counseling Agency will provide details on counseling needs and time requirements, and help create a plan of action to help meet the goal of homeownership.
- The Housing Counseling Agency will remain in constant contact with DCA, consistently updating the Department on participants' progress.

STEP 3

- Upon receipt of the Certificate of Completion from the Housing Counseling Agency program and financial readiness (determined by DCA and the housing counseling agency), participants will contact DCA to be issued a voucher and a letter stating the estimation of the Housing Assistance Payment (HAP) based on participants' most recent income and family composition.

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STEP 4

- Upon receipt of the voucher and letter from DCA, participants may begin the search for a house. The Housing Counseling Agency will assist participants with the home buying process.

STEP 5

- Obtain pre-approval status from a DCA-approved mortgage lender.
- Then conduct a housing search that meets individuals' needs, wants and cost guidelines provided by the mortgage lender, Housing Counseling Agency, and DCA.

STEP 6

- Once a home has been found and all contractual and other obligations are fulfilled to the mortgage lender, inspector (HQS and Private Inspection must be conducted), and other parties involved in the purchase, DCA, as the Public Housing Agency, must approve the final financial information and the completion of any other program obligations before closing.

STEP 7

- ONLY upon DCA approval may closing be made on the home.
- Provide DCA with a copy of the Contract of Sale, Deed, and all updated income/asset information for the final determination of participants' Family Share Calculation and the Housing Assistance Payment.